

## **Criminal Justice Coordinating Council**

### **Information Technology Advisory Committee**

#### **Meeting Notes – September 20, 2001**

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The next regular meeting of the  
Information Technology Advisory Committee  
Will be scheduled for October 18<sup>th</sup>

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The September 20<sup>th</sup> meeting of the Information Technology Advisory Committee, ITAC, was held in the Clerk of the Courts Conference Room, # 2500, in Superior Court for the District of Columbia, at 12:30. Chief Judge King chaired the meeting.

The following agencies were represented: the Superior Court of the District of Columbia, the Office of the Chief Technology Officer, Public Defender Services, the Youth Services Administration, the Pretrial Services Agency, the Office of the US Attorney, Court Services and Offender Supervision, the Office of the Corrections Trustee, The Metropolitan Police Department, The DC Division of Corrections, the Criminal Justice Coordinating Council, KPMG, and JRSA.

1. The first agenda item was the presentation of the JUSTIS Phase 2 project work completed by KPMG.

Carl Mecca, the OCTO Program Manager assigned the JUSTIS project, introduced the presentation. Mr. Mecca detailed the expectations ITAC had for Phase 2, and the total man/time/funding investment made in the JUSTIS project since its inception.

Mr. Steve Kutzer, KPMG Project Manager, introduced the access offered to each participating agency by JUSTIS; twelve (12) data sets accessed from ten (10) agencies. Mr. Kutzer then presented the major JUSTIS function, combining the access to these data sets, the JUSTIS Inquiry. Mr. Kutzer demonstrated that the access to all data sets was no more difficult to master than typical Internet applications, and that turn-around achieved by the infrastructure was more than sufficient to support normal decision making requirements.

Mr. Tony Currington, KPMG Program Manager explained the infrastructure supporting the JUSTIS venture and demonstrated that JUSTIS had met its pledge of “meeting or exceeding all agency security requirements.” Mr. Currington

also shared the schedule for JUSTIS to become a VPN, and thus be recognized as the most secure interagency system in the District.

The demonstration concluded with presenters answering questions from the ITAC membership.

The ITLO asked the ITAC to approve the JUSTIS Phase 2 work products and deliverables from KPMG, and to accept their contract as complete. The ITAC approved both requests.

2. The second agenda item was the presentation of the CJCCDC Phase 2 work completed by the Justice Research and Statistic Association (JRSA).

Mr. Jim Zepp, Director of Training and Technical Assistance, and JRSA Project Manager for this project, presented a final review of the CJCCDC Internet site. Mr. Zepp had completed a detailed examination of the site at earlier meetings; therefore he concentrated on the ARM Data Base that had been completed during this phase. The automation of ARM allows each justice agency to examine details about all agencies' works stations, LAN's, systems and data dictionaries. The facility also allows each agency to access only its data to update and modify the agency data as systems are improved or developed.

Mr. Marc Osman, JRSA Web Master, was responsible for the design and implementation of the CJCCDC Internet site, and he briefly reviewed the functionality and information the site offers both the citizens of the District and the DC justice community.

Mr. Zepp also quickly reviewed other work completed or supported by JRSA during this phase. Included in the effort was the support of each ITAC Working Group, a functional audit of the JUSTIS Security Access Policy and Procedures, and the detailed preparation and documentation of the JUSTIS Five Year Budget Projections.

Mr. Dave Kennamer, JRSA Analyst, answered a number of questions about the budget projections. Zepp concluded the presentation by answering questions from the ITAC membership.

The ITLO asked the ITAC to approve the JUSTIS Phase 2 work products and deliverables from JRSA, and to accept their contract as complete. The ITAC approved both requests.

3. The Chairman of the Information Technology Security Officer organization, Mr. Frank Norwicki, reported that the Logon application process for JUSTIS had been reviewed by the ITSO group and the training step had been modified to allow prompt processing of applications.

The Logon application is found at <http://www.CJCCDC.org>. If assistance with the form is required, one can contact either their agency ITSO or the **JUSTIS Help Desk at (202) 727-9611**.

Mr. Norwicki also distributed a listing of all personnel with access to JUSTIS. We believe this represents less than 10% of the personnel who should have access to support daily decision-making. Frank encouraged all ITAC members to communicate the availability of JUSTIS to their personnel.

4. The ITLO asked all KPMG personnel to be excused from the remainder of the meeting to allow the discussion of funding and future procurements of needed design and implementation resources for JUSTIS.
5. The first discussion was in regard to a contract to bridge the possible gap between the end of the Phase 2 contract and the initiation of the Phase 3 contract. As there are no JUSTIS personnel, if that gap were allowed the system would be without support. Should it fail, it would stay out of service until technical services were again under contract. In addition, should the Phase 2 / Phase 3 gap extend too far, perhaps beyond two weeks, current personnel would be reassigned. This would cause the ITAC to receive less value for their Phase 3 investment because inexperienced personnel would have to be brought up to speed before they could be fully productive.

The ITLO proposed a “bridge” contract, up to 3 months, for a specified fixed cost. The full complement of KPMG personnel would remain on site, bring up the VPN, participate in presentations and data collection meetings, support the day-to-day operations of JUSTIS, support the Help Desk, support security operations, backup and recovery.

The ITAC approved the ITLO’s proposal.

6. The ITLO reviewed the several tasks in the Phase 3 Statement of work (SOW) that had been approved by the ITAC - each an expansion of JUSTIS functionality. The ITLO asked for permission to establish a sequence or program of commencement for these tasks. The ITLO had a sequence he would prefer. The ITAC considered and discussed numerous combinations or sequences for the tasks.

The membership brought a number of issues to the discussion. The exclusion of ITAC providing funding for the SAC was discussed. The ITLO confirmed that the SAC proposal in the SOW and the response by KPMG was for the convenience of the SAC and to provide continuity between the two programs. While the SAC would benefit from the transfer of knowledge between the two programs, no funding would be provided by ITAC and there would be no allowable data sharing or access between the two programs.

Direct relationships between several tasks, such as the Tracking Number and Data Transfer were discussed. The possibilities of the Notification System were discussed in detail.

ITAC membership pointed out that certain notification functions were now, or soon to be provided, by existing systems in participating agencies. In particular, the ITLO was informed that trial change notifications were already being addressed and therefore JUSTIS need not develop that notification.

The ITLO was reminded of the primacy of the participating agencies required in the Interagency Agreement and that JUSTIS was not to replace, compete with or replicate agency systems. This allows JUSTIS resources to be directed to new community wide developments.

The ITAC did not accept the task sequencing proposed by the ITLO. The ITAC requested that the ITLO, after completing negotiation with KPMG, bring new cost and functionality descriptions to the October 18<sup>th</sup> ITAC meeting for review and approval.

7. The ITLO mentioned issues he would be bringing to the ITAC over the next several months. These issues require discussion and the hiatus between the two phases would be an adequate period for these deliberations.

The issues include, but are not limited to: the costs associated with allowing new agencies to access JUSTIS, allowing/requiring some of those agencies to provide data to JUSTIS, how to best approach to answering current requests to expand data from existing participants, the inclusion of the District Court and its ancillary agencies, the inclusion of new data which would possibly expand the scope of JUSTIS, and the timeliness of agency data contributions.

8. The next meeting of the ITAC is scheduled for October 18, 12:30 – 2:00, in the Clerk of the Courts Conference Room at the DC Superior Court.